

The Hindu Temple of Canton

44955 Cherry Hill Road, Canton, Michigan 48188

Ph: (734) 981 8730, www.thehindutemple.org

FACILITY USAGE REQUEST FORM

Last Name: _____ **First Name:** _____ **Event Date:** _____
Phone # _____ **2nd Phone #** _____ **Email:** _____ **Event:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Current Member: _____ **Life Member:** _____ **Notes:** _____
Start Time: _____ **End Time:** _____ **Duration (Hrs.):** _____ **#of Guests:** _____

Banquet Hall (max. seating capacity 475) Includes - <small>Stage, Kitchen use for warming, cleaning, Tables /Regular Chairs Setup and Storage Up to 6 hours usage</small> Only Temple Approved Vendors allowed - See List (50% off on Religious fee if you use services from Hindu Temple Priest)	Member	Non-Member	Estimate	Initials
Weekend (Friday / Saturday / Sunday) Sunday After 4:00PM Only	\$ 2,100	\$ 2,300		
Weekday (Monday / Tuesday / Wednesday / Thursday)	\$ 1,700	\$ 1,900		
All Day Banquet Hall	\$ 3,200	\$ 3,500		
Additional Hours: \$200 / Hr. # of hours required: _____	\$ 200 Per Hr	\$200 Per Hr		
Stage Skirt/Padded Chairs/Drink Stations	Included	Included		
Stage Light/Focus Lights	\$ 200	\$ 200		
Riser	\$ 25 each	\$ 25 each		
Temple's Audio / Video Use & Support (Up to 5 microphones included. Extra Microphones @ \$15 per microphone)				
Up to 6 Hours (Flat Rate)	\$ 500	\$ 600		
Up to 12 Hours (Flat Rate)	\$ 900	\$ 1,000		
Projector and Screen	N/C	N/C		
Classroom Options (Up to 6 hours Usage)				
20 - 25 floor seating capacity				
Weekend (Friday / Saturday / Sunday)	\$ 75	\$ 100		
Weekday (Monday / Tuesday / Wednesday / Thursday)	\$ 50	\$ 75		
30 - 50 floor seating capacity				
Weekend (Friday / Saturday / Sunday)	\$ 125	\$ 150		
Weekday (Monday / Tuesday / Wednesday / Thursday)	\$ 75	\$ 100		
Room 1 & 2 for party / wedding use: Up to 6 hours included. Extra Hours @ \$25 / hr. No fresh flower petals on carpeted area				
Up to 6 Hours. (50 Guests Max.)	\$ 500	\$ 600		
Culture Class Max Usage of 1.5 hrs - once/week, Class constitutes min 10 students. 40% of Total Collection stays with temple (see terms & conditions)				
40 % of Total Collection (# of Students registered: _____)				
Memorial Service Up to 3 Hours (No food or drinks) Free Free				
Food (Food Serving Area Only, No Kitchen Usage, Snacks only)	\$ 250	\$ 300		
Full Kitchen use for Warming/Frying & Custodian Fees	\$ 500	\$ 600		
Non-Temple Sponsored Cultural Event (Practice/Rehearsal Session) Up to 3 hrs max. usage. No Audio/Visual Support. Session must end by 8:00 pm.				
Banquet Hall: Practice * # of Hr(s) _____	\$ 75	\$ 100		
Classroom: Hourly Rate (for classes only) * # of Hr(s) _____	\$ 25	\$ 35		
Non-Temple Religious Event for Non-Profit 501c(3). Includes: Stage, Kitchen Usage for Warming, Tables / Regular Chairs setup and storage				
Up to 6 Hours	\$ 2,100	\$ 2,100		
Up to 12 Hours	\$ 3,200	\$ 3,200		
GRAND TOTAL (Full Payment and Security Deposit must be received by the temple prior to the event date)				
MUSIC MUST STOP BY 10.30 PM / THE TEMPLE PREMISES MUST BE VACATED BY 11:00 PM SHARP (Please see back of this for for the Terms and Conditions)				
Nonrefundable Deposit: \$ _____ <small>(25% of total amount at time of booking)</small>	User's Signature: _____ Date: _____ <small>(Tip to the custodian will be appreciated)</small>			
Balance: \$ _____	Rental Committee: _____			
<small>(\$500 Security deposit and remaining 75%, 15 days prior to usage date)</small>				
Notes: a) AMOUNT DEPICTED ABOVE WILL BE CREDITED TO YOUR TEMPLE MEMBERSHIP ACCOUNT. b) Any deviation to this form MUST be authorized by The Temple Chairperson or The President. c) Contact one of the Temple Priests for additional priestly services.				

Terms and Conditions of the Hindu Temple Facility Usage

By signing this document, the user agrees to pay any damages/losses to the property and takes full responsibility of the guests that attend the event.

1. User will comply with all federal, state, and/or local laws, regulations, and/or ordinances.
2. The user will be responsible for any legal liabilities that might arise because of the event.
3. User agrees to indemnify and hold the Temple, all trustees, all officers, other members, agents, and/or employees of the Temple harmless from and against any and all claims, damages, losses, liabilities, demands, costs, and causes of action of any nature whatsoever and from any expenses including attorney fees, arising, directly or indirectly, out of or as a result of the use of the facility by the User and/or User's guests, including bodily injury, sickness, disease or death or injury to or damage to or loss of tangible property, including but not limited to termination of usage agreement and loss of use resulting there from.
4. The User will have the responsibility to have and/or purchase adequate insurance to protect himself / herself, guests, and the Temple for any and all damages arising out of or as a result of the use of the Temple facilities.
5. No political activities permitted on the Temple premises.
6. Except where incidental to the program, all other advertising, sale of merchandise, or distribution of printed material is prohibited.
7. Admission charges or collections are strictly prohibited without prior written consent by the Temple Board.
8. No decorations are to be attached in any manner to ceiling, floor or any walls. No sticky tape, staples, tacks, nails, glue, etc. are to be used on the tables and/or chairs.
9. All decorations must be removed after the function/event (Within 4 hrs).
10. The permission to use the Temple Facility does not carry with it the use of any equipment or personal property of the Temple unless specifically requested at the time of application.
11. No equipment or other personal property should be removed or rearranged without prior permission.
12. No smoking permitted in temple premises.
13. Absolutely **NO ALCOHOLIC BEVERAGES PERMITTED IN OR AROUND THE TEMPLE PROPERTY/PREMISES.**
14. **NO NON-VEGETARIAN FOOD WILL BE COOKED, CONSUMED OR SERVED ON THE TEMPLE PREMISES.**
15. A separate agreement between the Temple and caterer is required for clear communication of responsibility and standard of cleanliness. **Only Temple Approved Caterer and Decoration Vendor's allowed.**
16. The Temple premises including kitchen, food serving, and banquet area must be returned in the same condition as found prior to the event.
17. All bookings are subject to availability.
18. Confirmation of Reservations: No reservations are considered confirmed by the Temple or are binding to the Temple unless appropriate payments have been made to the Temple.
19. Payments: For Confirmation of Reservation: 25% of total usage charges must be paid to the Temple before a reservation is confirmed. **For Occupancy Permit: Remaining 75% of the charges and a \$500.00 security deposit must be paid to the Temple before an Occupancy Permit is issued to the User.** In case of the time difference between the reservation and the event date is less than 15 days than full amount of the usage charges must be paid to the Temple to obtain the Occupancy Permit. Issuance of the Occupancy Permit: The Occupancy Permit must be obtained 15 days prior to the date of Usage.
20. Cultural Class: If 35% of the total collection is less than the minimum charges of the area booked then the user will be responsible to pay the difference in the amount.
21. A refundable security deposit of \$500.00 is required with each event booking, which will be refunded to the user within seven business days subject to inspection and adjustments for itemized damages and/or losses if any after the event. Should the damages and/or losses exceed the \$500.00 deposit, the user hereby agrees to compensate the Temple in full, within 15 days of receiving the itemized statement of the damages and/or losses. User is responsible for any damages caused by temple approved vendors to temple (minimum \$100 per incident).
22. Availability of Facility ahead of time: No Temple premises including Kitchen or Dining area will be available for occupancy ahead of agreed-upon the occupancy. If premises are needed for occupancy prior to the agreed upon hours, additional charges for additional hours must be received by the Temple Office prior to Occupancy. Either a separate Occupancy Permit or an amendment to the original Occupancy Permit must be provided. In addition, additional charges will also be levied for extra hours of occupancy.
23. Any extra time requested before & after temple hours for decoration, food preparation, hall arrangement etc. will be subject to an additional charge of \$50 per hour.
24. Cancellation: The User will forfeit the non-refundable deposit in case of a cancellation of an event. If the cancellation is a result of an unforeseen and/or exigent circumstance, such as medical emergency or death of the User and/or User's family member, the Temple Board may, at its discretion, decide to refund the non-refundable deposit. The decision of the Temple Board shall be final in this regard.
25. All personal and rented items must be removed from the building after your event. No items are to be left for pick up the next day. Any such items left behind will be disposed of at the user's expense.
26. Fund raising at the temple is not allowed unless specifically approved by the Temple Board in writing in advance of the event.
27. Only Temple-supplied furniture is to be used in the Temple premises. If there is need for additional furniture, User is advised to consult the Temple Office prior to seeking outside furniture.
28. Cooking is restricted to Kitchen only (City Fire Code does not permit cooking in any other place).
29. These terms & conditions are subject to change by the Temple Board as and when required.
30. **No Confetti** allowed. / **No Food on Stage or Green Room area./No fresh flowers or flower petals** allowed on carpeted area.
31. No food allowed if **Tables are not setup** to use in the Banquet hall.No Electric grill allowed on plastic table.

I agree with the above terms and conditions. User's Initials: _____ Date: _____